



## Commission for Accreditation of Park and Recreation Agencies

April 28, 2020

Mr. Arthur C. Shepherd  
Director, Recreation & Parks  
St. Mary's County Recreation & Parks  
23150 Leonard Hall Dr  
Leonardtown, MD 20650-5801

Dear Mr. Shepherd,

Congratulations on St. Mary's County Recreation & Parks' decision to pursue accreditation with the Commission for Accreditation of Park and Recreation Agencies (CAPRA) of NRPA. As you are aware, achieving CAPRA accreditation is a significant accomplishment and a testament to an agency's commitment to excellence. Your agency is listed in our records as a preliminary applicant for accreditation. Your online application submission has granted you access to the self-assessment report form so you can start completing your narratives and uploading your evidence of compliance for each standard in advance of your due date and site visit.

### Important Resources to Assist You in This Process

- **Imperative:** [NRPA/CAPRA Accreditation Handbook](#), an overview of CAPRA's policies, procedures and writing guidelines
- **Supplementary CAPRA resources:**
  - [Management of Park and Recreation Agencies, 2017, 4th Edition, NRPA/CAPRA](#). This resource includes the desirable practices and procedures of the profession which are embodied in the CAPRA Accreditation Standards for park and recreation agencies.
  - Consider joining the [NRPA CAPRA Connect](#) group to connect with agencies and volunteers who have participated in accreditation OR are considering accreditation for their agencies. This is a great resource for personal experiences from other agencies and volunteers about the CAPRA accreditation process.

Your agency is tentatively scheduled for a site visit in **2022**. The self-assessment report must be finalized and submitted at least **ten weeks** prior to the scheduled visit. Based on your preferred visitation timeframe, your agency will be scheduled for a fall 2022 hearing to take place at the 2022 NRPA Conference.

The Commission is pleased St. Mary's County Recreation & Parks has committed to pursuing CAPRA Accreditation and hopes that participation in this program of quality assurance and improvement is of considerable value to the agency. If I can be of assistance, please do not hesitate to contact me at [jschleining@nrpa.org](mailto:jschleining@nrpa.org) or (703) 858-2155.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer G. Schleining".

Jennifer G. Schleining  
Accreditation Manager